

Purchasing

* An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).

Purchase Order Issuance (TT CODE 6040)

Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. For information contact Procurement Division at (916) 375-4465 (CALNET 480-4465).

2007-2008:

1.98%* of value of order, maximum of \$7,500.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7,500.

Small Purchase Credit Card (CAL-Card) (TT CODE 6116)

Credit card vehicle for customers to make numerous routine, small purchases while avoiding costs for hard copy processing and late payment fees. For information contact Procurement Division at (916) 375-4579 (CALNET 480-4579).

2007-2008

A card fee is not assessed: Procurement charges are still applicable

Proposed 2008-09:

A card fee is not assessed: Procurement charges are still applicable

Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040)

Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4381 (CALNET 480-4381).

2007-2008:

1.98%* of value of order, maximum of \$10,000.

Proposed 2008-09:

1.98%* of value of order, maximum of \$10,000.

Contracts (TT CODE 6040)

Issuance of contracts for use by state and local agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at (916) 375-5918 (CALNET 480-5918).

2007-2008:

1.98%* of value of order, maximum of \$7,500.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7,500.

Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040)

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at an hourly rate.(see IT hourly rate). For information contact Procurement Division at (916) 375-4486 (CALNET 480-4486).

2007-2008:

1.98%* of value of order, maximum of \$35,000.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000 for IT.

Purchasing Authority (Delegated Procurements) (TT CODE 6040)

Charge for management and audit of delegated procurements made directly by state agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4437

2007-2008:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000 for IT.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000 for IT.

Master Purchase/Rental/Service Agreement (TT CODE 6040)

Issuance of master agreements for use by state and local agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase

2007-2008:

1.98%*of value of order, maximum of \$7500 for non-IT and maximum of

2008-2009:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000

Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at (916) 375-4394 (CALNET 480-4394).

\$35,000 for IT.

for IT.

California Multiple Award Schedule (CMAS) (TT CODE 6040)

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For additional information, contact the Procurement Division at (916) 375-4394 (CALNET 480-4394). *This fee is waived when the CMAS supplier is a small business.*

2007-2008:

1.98%* of value of order, maximum of \$7,500 for non-IT and maximum of \$35,000 for IT.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7,500 for non-IT and maximum of \$35,000 for IT.

IT and Telecommunications Contract Review and All Non-Competitive Bid (NCB) Reviews(TT CODE 6040)

Review and approval of Standard Form 2's, NCB's, and Interagency Agreements initiated by state agencies. For information contact Procurement Division at (916) 375-4515 (CALNET 480-4515).

2007-2008:

\$85.00 per hour

Proposed 2008-09:

\$85.00 per hour

Financing Procurement (TT CODE 6040)

Low interest, lease/purchase financing option for major acquisitions. For additional information on loan contact the GS \$Mart within the Procurement Division at (916) 375-4617 (CALNET 480-4617).

2007-2008: This service is provided by the fee assessed on the contract.

Proposed 2008-09: This service is provided by the fee assessed on the contract.

IT Hourly Rate (TT CODE 6040)

IT transactions which are unusually complex in nature will be billed at an hourly rate. For additional information, contact the Procurement Division at (916) 375-4486 (CALNET 480-4486).

2007-2008:

\$85.00 per hour.

Proposed 2008-09:

\$85.00 per hour.